



# **Intern Orientation Manual**

Revised 8/10

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## **WELCOME TO THE YOUTH SERVICES MLK EDUCATION CENTER**

The MLK Education Center serves middle and high school students who have an active case with the Lane County Department of Youth Services. The school environment focuses on meeting each youth where they are and assisting them in developing competencies to be successful in academics, employment and society.

### **Mission Statement**

The MLK. Education Center strives to provide students opportunities to develop skills for success in school, work, and the community.

### **Vision**

Opportunity Partners Success

### **Program Expectations**

Be Safe, Be Respectful, Be Responsible

### **Purpose**

The purpose of the MLK Education Center is to provide wrap-around services and support to juvenile offenders who have experienced multiple interruptions in a traditional school placement. Because of the unique services we offer, we have observed dramatic, positive changes in youth's behavior, performance, and attitude. With the combination of our educational/vocational program, we have seen an enhanced sense of campus safety and community for all youth. We are proud to note that the overall reading and math scores of students enrolled in the MLK Ed. Center have increased by two grade levels and recidivism/re-offense has shown a 70% rate in reduction.

### **ACADEMIC EDUCATION**

The MLK Ed. Center focuses on two main areas of academic education. The first option provides a setting for youth to work on earning credits and getting back on track towards obtaining a traditional or modified diploma. A second option concentrates on preparation toward earning a General Equivalency Degree (G.E.D.). Youth in the G.E.D. Program are those who lack sufficient credits to obtain a traditional high school diploma and are age sixteen and above. Additionally, we have licensed staff in Special Education.

### **VOCATIONAL EDUCATION**

The MLK Ed. Center also focuses on job skills education and offers afternoon vocational programs to all youth. These programs teach not only job skills, but also offer students hands-on learning about careers and vocational paths. The vocational programs we offer consist of culinary arts, technology, horticulture, and medical/ veterinary technician.

### **Culinary Arts**

The Culinary Arts Program offers youth the opportunity to learn different jobs involved in food service and catering. Students gain skills and learn to safely use the equipment in an institutional and commercial kitchen that prepares meals for youth in detention, a residential treatment program, and MLK Ed. Center. Students may participate in all aspects of catering, including preparing foods, serving, customer service, set-up/take-down, and washing dishes. Each student will complete the Oregon Food Handlers Course and obtain their Food Handler's Card that is valid for three years.

### **Technology Program**

The Technology Program offers youth valuable experience in job training and knowledge surrounding the ever-growing industry of technology. One of the community agencies we are fortunate to partner with, NextStep Recycling, offers paid apprenticeships to youth refurbishing donated computers destined for donation in primary schools in places such as Guatemala. Further, the Technology Program also provides supplementary tours of technology-related firms in our area.

### **Horticulture Program**

The Horticulture Program offers youth training in horticulture and landscaping techniques. The youth are involved with propagation of nursery plants, stream restoration and general landscape work. Young people in the Horticulture Program have worked on projects for the Bureau of Land Management, the City of Eugene, Birth to Three, and the Lane County Department of Youth Services. Future projects will include Lane County Parks and the U.S. Forest Service.

At the MLK Ed. Center, we pride ourselves on offering services tailored to the youth referred to our program through a campus wide system of Positive Behavior Support. We provide opportunities for students to develop skills for success in school, at work, and in the community.

# MLK Ed. Center Staff

## DYS

### Co-Principal

Campus Resource  
Intake Specialist/Intern Coordinator  
Employment Specialist  
Employment Specialist  
Employment Specialist (WIA)  
Office Assistant  
Culinary Arts Program Supervisor  
Technology Program Supervisor  
Horticulture Program Supervisor  
Horticulture Program Supervisor  
Community Service  
Community Service  
Interns

### Matt Sterner

Ella Derania  
Janay Stroup  
Becca English-Ross  
Piper Barry  
Shellye Reynoso  
Elaine Szeto  
Jose Alvarez  
Chuck Sowards  
Alan Butler  
James Martin  
Ramiro Aragon-Perez  
Phil Chesbro

## CFD

Tutor Coordinator  
Tutors  
Day Treatment Reporting Center (DTRC)

## Lane ESD

### Co-Principal

Credit Teacher  
Credit Teacher  
GED

### Andy Bracco

Stephan Willow  
Jesse Herren  
Leeann Bennett

## Overview of Internship Program at MLK

The intern program at MLK has two primary goals:

1. To provide the intern with an educational and enjoyable exposure to youth involved in the juvenile justice system.
2. To provide the MLK staff with assistance in working with youth.

As an MLK intern you have made a commitment to spend at least eight hours a week at the education center for at least three months. This is the minimum amount of time that will be needed to meet both of the primary goals. Both you and the program will profit if you can spend more time with the students. Please schedule your time so that you can be at MLK the last two weeks of the term. Your schedule may change because of finals, etc., but we will learn to count on you and need you here all term.

Typically your internship at MLK will consist of:

1. Meet with the Intern Coordinator, complete the volunteer application and general orientation to the Department of Youth Services and MLK Education Center. Discuss with Intern Coordinator possible areas to do internship and interests. A background check must be completed by the department before you are able to intern.
2. Set up your term schedule to volunteer and first day at MLK and exchange contact information. You will be assigned to a staff member who will be responsible for filling out your evaluation(s), work plan, and meeting with any University supervisors. **You should also call the DYS Office Administrator, Patty Davis at 682-4703 to arrange an appointment to get a badge.** She is generally available to create badges on Mondays from 1-3p.m.
  1. Day 1 (MLK Campus Area): Check in with campus safety person and observe MLK. Go from room to room and get a sense of how the school works, its culture, and the students.
  2. Day 2 (Vocational Area): Shadow one or more employment specialist(s). Get a sense of what employment training opportunities are available.
3. Week 1:
  - a) Read over selected Department of Youth Services Policy and Procedures. A notebook containing these policies and procedures is located in the MLK campus area downstairs and in Piper Barry's office upstairs. Contact your assigned staff person or the Intern Coordinator for more information on the locations if needed.
  - b) Meet with Campus Resource person for an overview of campus security.
  - c) Schedule an appointment with the student intake person to discuss or sit in on a new student orientation; contact him/her for an appointment time.
  - d) Complete a work plan with the staff member you are assigned to. Refer to Intern Orientation Checklist for options of specific activities/duties.

4. Weekly:
  - a) Meet with the staff person you are assigned to for *at least* weekly discussions of duties, issues, questions, etc. Evaluate progress on work plan.
  - b) Interview/job shadow 2 people on Intern Orientation Checklist. Make sure to contact them ahead of time and schedule a time to do this. A complete list of phone numbers is located at the end of this orientation manual.
5. Week 5: Set up meeting with Intern Coordinator to review placement, any issues, etc.
6. At Some Time Throughout Term:
  - a) Attend a RAP Court Staffing and Hearing. These occur on Wednesdays from 1:30-5:00. Contact Pam Paschke for scheduling 682-2427.
  - b) Observe court. Hearings are in progress Monday-Thursday from 8-12 and 1-5. Check the court docket for exact times. Contact the intern coordinator or the staff person you are assigned to for more information.
  - c) Attend a MLK staff meeting. These occur on Tuesday mornings at 8:00-8:45 in classroom 1 at MLK. Contact the staff person you are assigned to for more information.
  - d) Attend a DOL staff meeting. These occur on Wednesday afternoons at 3:15 in the classroom 2 at MLK.
7. Two weeks prior to last day:
  - a) Give any evaluation you need filled out to the staff person you are assigned to. This will help ensure that your evaluation will be complete before you leave.
  - b) Remind the staff person you are assigned to and the Intern Coordinator of your final day at work. Remember that we request that you schedule your time so that you can be at MLK the last two weeks of the term. Your schedule may change because of finals, etc., but we will learn to count on you and need you here all term.
8. If you would like to continue volunteering at MLK for a second term please meet with the Intern Coordinator to discuss availability. If you are interested in working in another area of DYS, also contact the Intern Coordinator for more details on how to do this.
9. **Make sure to return your badge on your last day of work.**

## **Department of Youth Services Internship Students and Volunteers**

Students and Volunteers are subject to the Department policies and procedures and should read and become familiar with them at the start of their tenure with DYS. Students will be treated as regular staff with regards to dress, punctuality, work rules and ethics and professional conduct, department vehicles and other relevant areas. Student and volunteer use of proximity cards should be limited to duties related to their specific roles.

Volunteers and students will be expected to behave and dress appropriately. Expectation of their knowledge of policy and procedure will be appropriately limited to their roles. All students and volunteers will receive training and instruction in relevant policies and procedures.

### **Background Checks, Placement and Training**

All students or volunteers interested in working with DYS must complete a volunteer application form. The form requests names and contact information for references who can give feedback on the individual's maturity, ethics, conduct, etc. A criminal records check and an Oregon Department of Human Services child welfare check will also be conducted prior to acceptance of individuals for placement. Students must also obtain fingerprints from the Lane County Sheriff's Office, at their own expense. The completed fingerprint cards should be turned into the Executive Assistant. We set a standard to not place ex-offenders as volunteers unless they meet standards of rehabilitation. Any exceptions allowed will be made by the Supervisor of the program, the Director or Assistant Director, after considering the length of time that has passed since the criminal conduct, the seriousness of the conduct, the rehabilitation steps taken by the individual and the individual's history of integrity, contribution and good works since the incident. Criminal records checks will be done on all applicants for volunteer positions. In no circumstances will individuals currently on probation or parole, individuals convicted of sales of illegal drugs, sex offenses or individuals who have had lengthy prison terms be allowed to volunteer or work in the department. If students or volunteers work within the department on an ongoing basis, yearly background checks will be conducted.

Applicants will be questioned regarding preference of placement. Selected staffs who work with volunteers and students will interview applicants and determine whether an individual will work in their particular area based on the individuals' qualifications and program need.

Students will be assigned a permanent staff as their mentor. The mentoring staff will decide what work tasks the individual may take on independently based on their level of mastery of work tasks and understanding of professional and relational dynamics

### **Department Identification and Badges**

DYS and OYA staff, students, volunteers, building occupants, and community partners with regular business in the Juvenile Justice Center will be issued Proximity Card Badges that will display their pictures. These badges should be worn during work hours. Not only do these badges provide access to secure areas, they also serve to identify individuals as having authorization to move through the building. When staff has contact with an unsupervised and unknown individual in an area where proximity badge access is needed, staff should question the individual regarding their authorization and should ensure all unauthorized persons are escorted from the area,



obtaining backup help when necessary. Any unauthorized entries should be reported to the Assistant Director.

## **Proximity Card and Key Pad Code Procedures**

Proximity card access will be based on the individual's role in the department as determined by supervisors. Lost or stolen badges should be reported to the Executive Assistant **immediately** to insure building security. Badges should be kept in a secure environment on or off duty and should not be loaned to others when the card holder is not in the area.

Periodically, the key codes from the doors leaving the secure hallway will be changed. Staff will be informed of changes. Codes will not be written down or sent out over email. Administrative staff will have the new codes. Please be discreet when using or sharing key pad codes so as to maintain building security. Report any potential breaches of the key pad code to the Executive Assistant or Administration immediately.

All cards should be turned into Administration when employment, contractual, volunteer or internship work ends. Supervising staff is responsible to ensure this occurs and return badges to the Executive Assistant.

## **Access to Computerized Information**

It is the policy of the department that students and volunteers have access to computers (if needed for their role) for data processing and documentation. They will also be authorized to have a county email address, access to the systems and intranet, and JJIS access as determined by their role. They will not generally be given Internet access unless they have a special need based on their work objectives. Volunteers will be given the minimum access they need to accomplish their objectives. Volunteers and students should limit their access to confidential information to their assigned workload. Access codes are confidential and under no circumstances should students or volunteers allow others access to their computer codes. It is prohibited for students and volunteers to share any confidential information with unauthorized individuals or to access information for personal purposes.

## **Personal Safety**

Working at the Department of Youth Services means that you may have occasion to come in contact with individuals who are upset, unstable or violent. Be aware of this possibility at all times and be sensitive to cues that the person you are dealing with may not be in full control. If you have any concerns about an individual or a situation, immediately get back up; find someone to be in the situation with you. As soon as possible, let your immediate supervisor, MLK security, the intern coordinator or another staff member know what happened. Do not put yourself in a situation where you are in danger and do not physically intervene. We do not ask that of our employees and we do not ask that of our interns.

Lane County frequently offers training on personal safety in the workplace. If you are interested in attending such a training, contact the Intern Coordinator.

## **Insurance Coverage**

Lane County provides two types of insurance coverage to interns:

### **1) Medical coverage**

Lane County provides medical coverage, including accidental death and dismemberment insurance, for interns up to \$10,000. This policy is secondary to any medical insurance that you may have. That means that it will not pay unless you have no other insurance or your other benefits are exhausted. There is a \$25 deductible for each claim. If you are injured while working as a intern at DYS, contact the Intern Coordinator as soon as possible.

*As an intern, you are not covered by workers compensation insurance.*

### **2) Third party Liability**

Lane County provides liability coverage for interns. As an intern, you are acting as an agent of Lane County because you are under your supervisor's direction and control. This coverage means that if you should be sued for some conduct engaged in as an intern, Lane County would provide you with representation and would cover any judgment against you. If you ever feel that something occurred during your work as a DYS intern, which might later result in litigation, notify the Intern Coordinator as soon as possible.

## **Confidentiality at MLK**

### **Staff Confidentiality to Youth at MLK.**

- a) Staff cannot promise confidentiality to the youth in MLK. If a youth asks to speak to you only "if you promise not to tell anyone" you cannot guarantee that you will not pass the information on. We are legally bound to pass certain types of information on to other adults in MLK.
- b) Some of these types of information include reports of physical or sexual abuse, even in the distant past. If a youth has expressed intent to harm someone else, either in or out of MLK, this needs to be reported. If a youth has expressed information on other crimes, this needs to be reported. Reporting this information should take the form of writing the information down as well as telling the Intern coordinator or security staff about the information. It is important to realize that the law has found counselors liable for damages and judgments from victims of crimes if they had foreknowledge of intent from a perpetrator. What this means is that the victim can sue you if they can prove you had reasonable information about the crime before it happened and did not report it. All professional counselors are bound by similar confidentiality constraints. Because youth often encounter "counselors" for the first time in MLK it is not rare for youth to divulge information that needs to be reported.
- c) Employees of the Lane County Department of Youth Services have a duty to warn potential victims of crime whenever an employee has reason to believe that the potential victim is at risk. If you hear MLK youth making threats, report this to MLK staff. They will talk to the youth, notify the probation officer or take other necessary and appropriate steps.
- d) It is always possible that you could be subpoenaed to testify in a deposition or in court as to any conversations with youth. There is no privilege exempting you from providing such testimony.

## **Staff Personal Confidentiality**

- a) Staff and students are under no obligation to share personal information with youth in the MLK setting. What you share with the students is a personal decision that needs to be based on therapeutic considerations and usefulness to the adult in establishing a relationship with the youth. It is rarely, if ever, useful to share information with a youth about past indiscretions you committed as a teenager. Thus the question “Well staff, when you were my age, didn’t you ever smoke pot, take your parents car without asking, cut school, runaway etc.” Whether you did or not, there is no value in sharing this information with a youth and it is often a ploy by them to focus on you rather than on themselves. Like any successful therapeutic relationship, the more the focus is on the youth rather than the adult the better. It is not necessary to divulge personal information in order to be successful in the MLK intern role; in fact it may just be the opposite. Youth may also try and use this information against you.
- b) Staff should not provide youth with personal information about another staff or intern without that staff’s express consent.

## **Confidentiality Regarding MLK Students**

- a) MLK staff are encouraged to talk with each other about the behavior and emotional space of the students. Good staff members do this all the time. It is important to keep these conversations from the ears of youth who may use the information against the youth being discussed or even potentially against the staff. Staff to staff conversations are privileged conversations and need to be held in confidence.
- b) When talking with friends, co-workers or others in a public setting about MLK it is important to delete possible identifying information. If your internship requires you to write about your MLK experience, do not use real names, actual details from the students’ backgrounds or other potentially identifying information.

## **Professional Boundaries**

- a) One of the challenges of the youth worker role, and any helping role, is the imbalance in power that exists between clients and youth services employees and interns. This imbalance profoundly affects the relationships that are formed at MLK, positive and negative. Our role as the “helper/friend/counselor/law provider/adult/arbitrator/rule enforcer etc.” puts us in the position of having a lot of power over the youth in MLK. This power is often magnified by the youth’s background and the adults who have been authority figures for the youth. Part of any professional role is the therapeutic utilization of this difference in power. One of the main tools MLK staff have is the maintenance of professional boundaries with the youth we serve.
- b) Our general rule of thumb is to be firm and fair. We treat youth equally and with the same set of rules, applied in the same way. This precludes “special relationships”, which give youth the experience that they are different from other youth at MLK and can expect differential treatment from staff. Children are quick to pick up on this difference and it seriously undermines effective staffing.

- c) There are many facets to confidentiality at MLK. It is useful to keep your supervisor advised of possible confidentiality issues as they arise, or at least to run the situation by another adult. It is important to remember that we are charged with keeping and maintaining the confidentiality of the youth we serve.

## **Relationships with MLK Students**

### **Definition: Outside Relationships**

Outside relationships are considered to be any instance where staff meet with youth, engage in mutual activities, call or write to youth, encourage youth to write, call, or contact MLK staff members outside of the Department of Youth Services. Anything other than a chance encounter constitutes an outside relationship.

**Policy:** The Department of Youth Service staff and interns are prohibited from maintaining outside relationships with youth once the youth leaves DYS.

- a) Any relationship you have with MLK students should stay at the Education Center. You might build a strong rapport with one or more students and they might want to see you outside of the MLK setting. For your personal safety and the safety of the student, no interactions with students should occur outside of the Department of Youth Services. This also includes online profiles such as Myspace or Facebook. If an MLK student contacts you via an online source, you should tell your supervisor about the event and/or the content of the message before replying to the student.
- b) Staff who have worked at MLK for any length of time are bound to run into students at malls, movies, musical events, or even living next door. The general rule of thumb on these casual contacts is that the staff member may not initiate contact with the youth. If the youth ignores you - you ignore them. If the youth approaches you and starts up a conversation the staff member may respond with brief conversation only, never a mutual activity. The gist of the situation is that unplanned casual chance youth initiated contacts are OK, everything else is not. Chance encounters cannot transition into planned activities.

### **Exceptions to the rule:**

Staff may visit with youth outside of MLK with administrative approval. On occasion staff have been cleared to visit with particular youth in a particular setting (not MLK). The guidelines that administrative staff use in making this determination are:

- a) Is this a resource the youth cannot get from anywhere else?
- b) Is the contact therapeutic?
- c) Is it specific? i.e. time of day, day of week, location, duration, general content of contact etc.,
- d) What is the motivation of the staff?
- e) Is the staff willing to debrief the contact with his/her supervisor?

An example of such a contact, is in getting administrative approval for a MLK staff member to attend the Pathways graduation of a past student because he had no family or friends who would attend his graduation. Administrative contacts are approved on a case-by-case basis, prior to the PO/counselor approved contact. Administration will publish approved contacts in the staff log.

Other exceptions to policy may include:

- a) Being part of a mentorship program through a recognized partner of DYS.
- b) Working or interning in other areas of DYS.

In the protection of professional boundaries, it is important to remember that all potential or actual contact with youth outside of MLK should be discussed with the Intern Coordinator immediately.

### **Appropriate Conversation**

All MLK youth are involved in the juvenile justice system. This means that they have made some poor choices and have engaged in illegal behavior. Youth are prohibited from talking about past criminal activity, gangs, sexual activity, drug and/or alcohol use except in classes addressing that issue at a teacher's direction. Staff should not introduce these topics nor should they talk about their own experiences with crimes, drug and alcohol use, sexual activity, etc. Our role is to be positive adult models of socially acceptable behavior, not to join with the kids where they are by swearing, name calling, being racist, sexist, etc.

### **Appearance and Dress**

During warm weather appropriate summer attire may be worn (no nylon "bike type" shorts or "short shorts"). Clothes should not be revealing, tight or in any sense "sexy". You should be a model of appropriate dress for the MLK youth. If in doubt, err on more conservative dress. Clothing that advertises alcohol or drugs may not be worn. Sports clothing that has youth association with gang wear should be avoided.

## Tips for Interns

1. **Ask questions.** You are not expected to know everything and the only way to find out is to ask. Ask your supervisor, other staff and the Intern Coordinator until you understand.
2. **Pay attention.** You can learn a lot about how the MLK staff responds to situations by observation. Watch how staff interacts with the students and one another.
3. **Be professional.** Show up when you are scheduled to be at DYS. Let your supervisor or the Intern Coordinator know if you will be late or absent. Notice how the employees in your unit dress, and dress accordingly. Do not use profanity or make jokes based on stereotypes. Treat this internship experience as if you are an MLK employee.
4. **Be patient.** We believe that respect is the key to successful work with juvenile offenders. Any real behavioral changes are not possible until the youth respect and trust you as a person. Whatever your intern job, be prepared to invest some time and be patient with any results.
5. **Give youth attention, but no touching.** The students you will be working with may have never really known sustained, consistent attention and this is the first step in establishing rapport with them. All physical contact with the students must be avoided to eliminate the appearance of impropriety.
6. **Do not expect explicit thanks or gratitude.** Even if a student feels thanks, they may not know how to express and communicate it and may be embarrassed, puzzled or even angry at these feelings. Families may resent “the system” and respond ungratefully to you. MLK staff may grow accustomed to your presence and fail to regularly thank you for your contribution. Don not take these actions, or lack there of, as a personal attack or as a basis of your success.
7. **Keep an open mind.** During your intern experience, you may meet children and families from cultural backgrounds entirely different from yours. You will meet DYS staff that have worked here for over twenty years and may have developed particular styles or approaches to problems. These people may choose to approach a problem or situation entirely differently from what you might see as the logical or appropriate approach. Listen, watch and ask questions, but withhold judgments. Recognize that your assumptions about the best thing to do are only assumptions and reflect your own background and experiences.
8. **Make every effort to get along with co-workers.** One set of skills that your intern work will give you an opportunity to develop is that of human relations skills—getting along with your co-workers and your supervisor. DYS is a large department with many busy employees. Patience, an open mind, and cooperation will usually resolve any difficulties. If you have on-going problems with your co-workers, either discuss the issue directly, talk to your supervisor, or contact the Intern Coordinator.

## MLK Intern Orientation Checklist

### POLICIES AND PAPERWORK

- ☐ Volunteer Application
- ☐ Background Check
- ☐ Tour of School / Meet Staff
- ☐ MLK Intern Manual
- ☐ Boundaries / Confidentiality
- ☐ Badge
- ☐ Hour Log Book
- ☐ Evaluation Policy
- ☐ DYS Policy and Procedure

### BEHAVIOR INTERVENTION

- ☐ Positive Behavioral Support
- ☐ Incentive Program
- ☐ Classroom Aide / Tutoring

### OBSERVATION & SCHEDULING

- ☐ Exchange Contact Information
- ☐ Observe Each Classroom
- ☐ Observe Employment Specialist(s)
- ☐ Set Up Regular Hours to Intern
- ☐ Staff Person Assignment

### ADDITIONAL OBSERVATION/TRAINING

- ☐ Campus Safety (Campus Safety Person)
- ☐ New Student Intake Process
- ☐ Academic Casework
- ☐ Competency Groups (John Aarons/Amy Hill)

- ☐ Culinary Arts Program (Jose Alvarez)
- ☐ Horticulture Program (Alan Butler)
- ☐ Technology Program (Chuck Sowards)
- ☐ Co-Principal of MLK (DYS-Matt Sterner)
- ☐ Co-Principal of MLK (ESD-Andy Bracco)
- ☐ Transition Specialists (Zak Scotton/Tim Canter)
- ☐ Mental Health Services (Martin Starr)
- ☐ RAP Court Staffing/Hearing (Pam Paschke)
- ☐ Director/Assistant Director of DYS (Lisa Smith/Lynne Schroeder)
- ☐ MLK Staff Meeting
- ☐ DOL Staff Meeting
- ☐ Tour of Building
- ☐ Court Observation
- ☐ Probation Counselor
- ☐ Intake
- ☐ Detention/Phoenix Observation
- ☐ Victim Services
- ☐ OYA Parole Officer
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Youth Services MLK Education Center

## Behavior Contract

The mission of the MLK Ed. Center is to provide students with opportunities to develop skills for success in school, work and the community. To do this we ask students to agree to follow our program expectations to: Be Safe, Be Respectful, and Be Responsible.

### **Be Safe**

I agree to be safe at the MLK Ed. Center and in the community by:

- a) keeping my campus community safe and clean
- b) keeping weapons, drugs and alcohol off of the campus, including tobacco and lighters
- c) coming to campus sober
- d) being in control of myself physically, refraining from horseplay, threats/intimidation and violence
- e) choosing to keep gang related activities off of the school campus (clothing, signs, speech, etc.)

### **Be Respectful**

I agree to be respectful at the MLK Ed. Center and in the community by:

- a) treating all students and staff members with respect
- b) using all work and recreation equipment properly and safely
- c) keeping food and drink in the non-carpet areas and bringing only factory sealed drinks (or an empty water bottle) to campus
- d) keeping cell phones, pagers, blackberries, etc in lockers and out of use during program time

### **Be Responsible**

I agree to be responsible at MLK and while in the community during the school day by:

- a) taking UAs on my own time (before or after school).
- b) coming to campus on time and taking time on breaks for using the bathroom, eating etc
- c) calling 682-4715 (or work supervisor #) to let staff know if you will be late or absent
- d) dressing appropriately for the campus environment in a way that does not distract others from learning and being willing to modify my clothing or wear the alternatives that staff suggest
- e) cooperating with MLK Ed. Center staff and following directions

These expectations are in place to create a safe and nurturing environment for learning and to help students in reaching their academic goals. By signing this contract, I am agreeing to follow all of these expectations and be safe, respectful, and responsible. Any infractions of the expectations may result in a disciplinary action. The MLK Education Center team will decide on disciplinary action. Major infractions may result in removal from the program. Thank you for your cooperation.



# Campus Expectations

## Breaks

The school day is 6 hours long with 5 breaks and a ½ hour lunch. During break time, students are welcome anywhere in the west recreation area except for crossing the black and yellow tape or up the stairs without permission. If a student chooses to go to their locker, they may need to be screened upon re-entry. **MLK is a closed campus, so students who leave the locker area will be considered gone for the day.**

During class break, all equipment that is being used properly, including foosball, ping-pong, cards, other games and books will be available on a first come, first serve basis. There is food available, particularly in the morning. In maintaining a positive environment, students are asked to eat at the table area only and to clean up after themselves.

## Food and Beverages

Meals are part of the program at MLK. Food is available before school and during the breaks. Lunch is served at 12:00 noon and is available for all students. Students are asked to indicate if they want lunch on the sign in sheet when they enter the building.

Students are allowed to bring in their own food and beverages, but beverages are only permitted to enter the building in factory sealed containers.

## Phone Usage

There is a phone available for the purpose of either calling a probation counselor or a parent/guardian. Please ask the campus resource person for permission to use the phone.

## Arrival Procedure

Because of sensitive issues relating to the school, cigarettes, lighters, controlled substances, weapons, or anything deemed to be a weapon, are not allowed in the school. Upon entering the school, students will be asked to sign in and include their time of arrival. They will then be screened by the campus resource person. Any illegal contraband will need to be turned over to campus resource.

## Lockers

Upon request, individual lockers and locks can be assigned to students to place their valuables in. As every effort is made to keep MLK safe, respectful, and responsible, lockers may be searched at any time by MLK staff or probation counselors/youth workers. If a locker is not available, backpacks, purses, etc. will be placed at the campus resource station.

## Positive Reinforcement and Classroom Interventions

### Things to Remember:

- a) Many of our students have attention challenges
- b) Look for a reason the student is acting out:
  - getting attention
  - assignment difficulty
  - no confidence in ability
  - “short timer (transitioning soon)
  - outside influence

### Interventions:

- a) Move closer to student.
  - move slowly, respect personal boundaries
- b) Request student to stop behavior by describing the behavior you want.
  - look student in the eyes, give specific and well described requests in a calm, non-emotional way
- c) Redirect student to the task.
  - use a quiet, respectful voice, up close with good eye contact
- d) Give the student time to respond.
  - allow space, wait 5 to 10 seconds before repeating a direction or giving a new direction
- e) Use more “Do” requests than “Don’t requests.”
  - language should be about starting not stopping something
- f) Reinforce when a student complies with a request.
  - Catch him/her being good.
- g) Hand off student to another staff, ask another staff member for input or take a staff “time out.”
  - avoid power struggles with students
- h) Move student to another desk or to another location.
  - outside of classroom, campus supervision side, etc.
- i) Monitor and adjust activity.
  - clearer instructions, shorter activity time
- j) Encourage student to take a self time out.
  - outside of class at the metal tables or on the campus resource side
- k) Stop the lesson and have student sit quietly (not drawing or talking).
  - make sure to return to lesson after 5 to 10 minutes

### **Examples of Inappropriate Behaviors to Give Student Warning(s) and/or Time Outs**

- Personal contact with others
- Side talking
- Sleeping
- Inappropriate topics of conversation (sex, drugs, glamorization of criminal activity)
- Swearing
- Gang signs
- Verbal rudeness
- Off task behavior

### **Examples of Serious Behaviors to Remove Student from Class**

- Breaking the law
- Refusing to stop inappropriate behavior after warning
- Refusing to work or follow directions when repeatedly directed
- Refusing to move when repeatedly directed
- Refusing to show work when repeated asked
- Arguing with staff continuously
- Grabbing papers, pencils, etc., from staff without permission
- Lying, cheating, stealing
- Verbal attacking (threatening behavior)

### **Examples of Inappropriate Behaviors and Appropriate Interventions for Interns:**

#### **Off Task Behavior:**

- a) Acknowledge students who are on task.
- b) Move closer to student.
- c) Redirect student to task.
- d) Give student time to respond.
- e) Reinforce when student complies.

If, student does not comply:

- f) Encourage student to take a self time out.
- g) Reinforce when student returns and complies.

If, student still does not comply:

- h) Hand off student to a staff member or ask staff member for input.

### Inappropriate Topics of Conversation

- a) Request student to stop behavior by describing the behavior you want, (change conversation topic)
- b) Use more “Do” requests than “Don’t requests.
- c) Reinforce when a student complies with request.

If, student does not comply:

- d) Move student to another desk or to another location.
- e) Reinforce when a student complies with request.

If, student still does not comply:

- f) Hand off student to a staff member or ask staff member for input.

### \*Verbal Attacking Staff or Other Students

- a) Request student to stop behavior by describing the behavior you want (use appropriate language).
- b) Hand off student to a staff member or ask staff member for input.

\*For more serious behaviors, request staff backup immediately. Do not attempt to intervene without other paid staff members present.

***REMEMBER: Try not to concentrate on inappropriate behavior, look out for good behavior and reward, reward, reward!!!***

**Regular Schedule**

1<sup>st</sup> Period    9:00-9:40

2<sup>nd</sup> Period    9:45-10:25

3<sup>rd</sup> Period    10:35-11:15

4<sup>th</sup> Period    11:20-12:00

Lunch        12:00-12:30

5<sup>th</sup> Period    12:30-1:15

6<sup>th</sup> Period    1:20-2:05

7<sup>th</sup> Period    2:10-2:55

**Credit Recovery**

Language Arts (Writing)    GED

Language Arts (Reading)    GED

Social Studies    GED

Math    GED

PE/Health

Transition or Science

Transition or Science

**Assembly Schedule (Fridays)**

1<sup>st</sup> Period    9:00-9:35

2<sup>nd</sup> Period    9:40-10:15

3<sup>rd</sup> Period    10:20-10:55

4<sup>th</sup> Period    11:00-11:35

Assembly    11:40-12:00

Lunch        12:00-12:30

5<sup>th</sup> Period    12:30-1:15

6<sup>th</sup> Period    1:20-2:05

7<sup>th</sup> Period    2:10-2:55

## **MLK Education Center Staff Contact List**

<b>Name</b>	<b>Work Phone</b>	<b>Email</b>
<b><i>Lane ESD Staff</i></b>		
	682-4734 (DYS)	
Andy Bracco, Co-Principal	461-8239 (ESD)	<a href="mailto:abracco@lesd.k12.or.us">abracco@lesd.k12.or.us</a>
Jesse Herren, Teacher	682-2405	<a href="mailto:jherren@lesd.k12.or.us">jherren@lesd.k12.or.us</a>
Leeann Bennett, Teacher	682-2405	<a href="mailto:lbennett@lesd.k12.or.us">lbennett@lesd.k12.or.us</a>
Stephan Willow, Teacher	682-2428	<a href="mailto:swillow@lesd.k12.or.us">swillow@lesd.k12.or.us</a>
<b><i>DYS Staff</i></b>		
Matthew Sterner, Co-Principal	682-4775	<a href="mailto:matthew.sterner@co.lane.or.us">matthew.sterner@co.lane.or.us</a>
Becca English-Ross, Employment Specialist	682-2419	<a href="mailto:becca.english-ross@co.lane.or.us">becca.english-ross@co.lane.or.us</a>
Piper Barry, Employment Specialist	682-4762	<a href="mailto:piper.barry@co.lane.or.us">piper.barry@co.lane.or.us</a>
Shellye Reynoso, Employment Specialist	682-2404	<a href="mailto:shellye.reynoso@co.lane.or.us">shellye.reynoso@co.lane.or.us</a>
Janay Stroup, Program Specialist / Intern Coordinator	682-7907/ 543-8061	<a href="mailto:janay.stroup@co.lane.or.us">janay.stroup@co.lane.or.us</a>
Elaine Szeto, Office Assistant	682-4748	<a href="mailto:elaine.szeto@co.lane.or.us">elaine.szeto@co.lane.or.us</a>
Jose Alvarez, Culinary Arts Supervisor	682-4711	
Chuck Sowards, Technology Supervisor	682-4715	<a href="mailto:chuck.sowards@co.lane.or.us">chuck.sowards@co.lane.or.us</a>
Alan Butler, Community Service Supervisor	682-7905	<a href="mailto:alan.Butler@co.lane.or.us">alan.Butler@co.lane.or.us</a>
James Martin, Community Service	682-7905	<a href="mailto:james.martin@co.lane.or.us">james.martin@co.lane.or.us</a>
Ella D	682-4715	
<b>MLK ED Center Attendance Line</b>	<b>682-4715</b>	

Main Desk	4700
Aarons, John (Cell:870-9015)	4783
Adler, Sandy	2428
Admin Conference Room	7903
Admin Workroom	7912
Allender, David	4786
Alvarez, Jose (Cell:255-5696)	4711
Anderson, Debbi	4798
Aragon, Ramiro	505-4678
Barry Piper	4762
Bennett, Leeann (MLK Teacher)	2405
Bracco, Andy (Lane ESD 461-8239)	4734
Bucholtz, Jennifer (DTRC 242-2909)	4737
Butler, Alan (Cell: 521-7864)	7905
Byrum, Josh	7911
Canaday, Kip (Cell: 501-2711)	4771
Canter, Tim	4725
Carbajal, Joe	4757
Carper, Ron	4765
CASA (Diane Coats)	2429
CFD (Upstairs)	4772
CFD (Downstairs)	7944
Christon, Lisa M. (DA Office)	4721
COD Phone	7929
Community Service On-Call	729-0540
Computer Help Desk (DYS)	6789
Conant, Christine (Judge Support)	4753
Consortium Attorney	7927
Contact Visiting Area	7936/7937
Conway, Tammie (IS Support)	4750
Cook, Rob	4745
Cooper, Becky	4706
Court Clerk Office	4726/4754
Crain, Kelly (OYA, Foster Care)	4717
Culbertson, Julie (Medical/Dental)	4766
Custodian	4333
Davie, Sandy	7917
Davis, Mike	4761
Davis Patty	4703
Derania, Ella	4729
Detention	7932
Detention Workroom	2413
DeWille, Pam	7909
DTRC	2414
English-Ross, Becca	2419
Fawver, Jeremy	4746
Fetterman, Cindy	4706
Finnerty, Brenda	4793
Fraser, Wade	4749
Gale, Annie	4776
Galick, Kat	4739
GED Class Room	4742
Group Worker Office	7904
Guthrie, Patti (Nurse)	7920
Haight, Mark (DA Office)	4727
Hannum, Tyler	4741
Harder, Steve	2403
Harms, Wally	4752
Hasselmann, Priscilla	4729
Haywood, Nia	4758
Herb, Joni	2405
Harren, Jesse	4791
Hill, Amy	4784
Hoerauf, Ned	7910
Howells, Frances	4744
Hudson, Nathalie (DA Office)	4702
Hughes, Suzanne	7947
Hunter, Mary	2402
Imaging Room	4774
Intake Control	4761/4760
Intake Reception	4712
Intake Student Phone	4706
Johnson, Linda	7949
Jones, Jason	4770

Kelly, Nathan (DTRC 242-2971)	2414
Khalsa, Viriam	4777
Kiner, Del Brico	4763
Kitchen	7922
Lane, Laurie	4779
Larsen, Becca (Victim's Advocate)	
LCSO Transport	682-4397
Lee, Willie	4707
Liszka, Julie (DTRC 242-2971)	2414
Loading Dock	7924
Maintenance	4790
Martin, James (Cell:510-9890)	7905
Meir, Isabel (CFD Therapist)	242-2940
Miller, Nicole	7948
MLK General #	4715
Monroe, Pam	7922
Olalde, Amy	4740
Paschke, Pam	2427
Pathways Boys Program	7979/7985
Pathways Girls Program	7950/7972
Persinger, Brian	4736
Peterman, Kristy (Court Clerk)	4754
Phillips, Julianne MLK ED Center	2423
Phoenix Program	7933
Pod 2 Control Room	7930/7931
Police Workroom	4714
Public Defender	7925/7926
Quillin, Michael (Law Clerk)	7914
Renaud, Joe (Phoenix Teacher)	7934
Reynoso, Shellye	2404
Riscili, Jessica	4772
Schroeder, Lynne (Cell:521-9535)	4747
Schwartz, Mitch	Pager:710-7236
Scotton, Zach	4725
Security Desk	7923
Selven, Rob	4743
Sheldon, Keith	4755
Sies, Jordan	4785
Slinger, Linda (Court Clerk)	7959
Sinniger, Jason	4716
Smejkal, Cheryl (Victim Advocate)	4782
Smith, Lisa (Cell:521-9188)	4705
Starr, Martin	2407
Stepping Stones	342-4293
Sterner, Matthew (Cell:912-7934)	4775
Strong, Brandi OYA-Tracker	4722
Stroup, Janay	7907
Student/Intern (Intake)	4749
Suiter, Carrie (DTRC)	242-2934
Swindling, Mary	4764
Szeto, Elaine	4748
Thomas, Maria	4788
Training Room	2408
UA Color Line	4751
VanDyke, Amy	7922
VanLier, David	4708
VanMeter, Suzette	4718
VanVlack, Greg	4719
Video Conference Room	4795
Walker, Pat	4723
Washburne, Mike (Detention Teacher)	7935
Wells, Jason (DTRC)	242-2970
Weiss, Patti (Intake Control)	4761
Westerkamp, Taylor (DTRC)	4733
Willow, Stephan (MLK ED Teacher)	2428
Wise, Tracy (DTRC Therapist)	4733

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